



SIGN PERMIT APPLICATION



APPLICANT

Applicant Name _____

Business Name _____

Mailing Address _____

Contact Person _____

Phone _____ Fax _____

Email _____

CONTRACTOR INFORMATION

Name _____

Contact Person _____

Phone _____ Fax _____

PROPERTY INFORMATION

Assessor's Parcel # _____

Subdivision _____

Unit # _____ Lot # _____

Address/Location _____

Zoning _____

INVENTORY OF EXISTING & PROPOSED SIGNS

Use worksheet on reverse to calculate.

	Total Number	Total Square Footage
Existing Signs <i>Not</i> to be Changed	_____	_____
Signs to be Modified	_____	_____
Proposed New Signs	_____	_____

SUBMITTAL CHECKLIST

- \$50 non-refundable filing fee.
- Two copies of a plan showing the dimensions, advertising copy, materials, and colors of the proposed sign(s).
- Two copies of a site plan of the property showing the location of *all existing and proposed* sign(s).
- Size, type, and illumination description of all existing and proposed signs on subject property. (*See reverse*)
- For new construction, a separate building permit.
- For illuminated signs, a separate electrical permit.

CERTIFICATION & SIGNATURE

Submittal of this application constitutes consent of the applicant in granting the Department of Community Development access to the subject property during the course of project review. No further consent or notice shall be required.

I hereby certify that the information in this application is correct and agree to abide by the regulations of this jurisdiction.

 **Signature of Applicant**

_____ Date _____

Signature of Property Owner (*if not the applicant*)

_____ Date _____

OFFICE USE ONLY

Received By _____ Date _____

Receipt # _____ Fee _____

Case # _____

Related Cases _____

DIRECTOR ACTION

Approved with Conditions (*see attachments*) Denied

Action By _____ Date _____

Expiration _____



Sign Permit Inventory Worksheet

INVENTORY OF EXISTING SIGNS, MODIFICATIONS, AND NEW CONSTRUCTION

Sign	Existing Size			Proposed Size			Type	Illumination		
	Existing, no change Modification of existing New construction	Width (in inches)	Height (in inches)	Total Square Footage	Width (in inches)	Height (in inches)		Total Square Footage	Freestanding Wall-mounted Other—specify	None Internal External
 1	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ x _____ = _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
2	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ x _____ = _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
3	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ x _____ = _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
4	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ x _____ = _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
5	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ x _____ = _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
6	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ x _____ = _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
7	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ x _____ = _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
8	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ x _____ = _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
9	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ x _____ = _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
10	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ x _____ = _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
11	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ x _____ = _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
12	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ x _____ = _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
13	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ x _____ = _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
14	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ x _____ = _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
15	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____ x _____ = _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						

Total Square Footages of all Signs _____